

The Commonwealth of Massachusetts
Executive Office of Administration and Finance
Designer Selection Board

1 Ashburton Place, 10th Floor, Room 1004
Boston, Massachusetts 02108

TEL: (617) 727-4046

FAX: (617) 727-0112

PUBLIC NOTICE #06-15

November 8, 2006

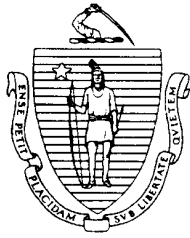
This Board will accept applications from architects, engineers, or other disciplines as noted, whichever is designated for the projects described in the attached Public Notice identified as **List #06-15**. Applicants are requested to submit a separate Designer Selection Board Application **2005 Form (15 COPIES)** for each project for which they wish to be considered. **PLEASE NOTE THAT THE NEW APPLICATION FORM ISSUED AS OF JANUARY 1, 2000 HAS BEEN REVISED.** The new revised form is entitled **DSB 2005 Application Form**. An electronic copy of the new **DSB 2005 Master File Brochure** and the new **DSB 2005 Application Form in Microsoft Word for Windows ® 97** is available from the Web site address http://www.state.ma.us/cam/DSB/fi_dselectboard.html or can be e-mailed upon request to Thomas.Kinney@state.ma.us placing "DSB Forms" in the subject line. **Please be sure to use the revised form.** **Application closing date for projects on List #06-15 is 2:00 p.m., WEDNESDAY, November 29, 2006.** Copies of the advertisements may be found on the web by going to the DCAM web-site at <http://www.mass.gov/cam/DSB/index.html>. Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108. Please utilize return receipt, registered, or certified mail if acknowledgment of delivery of application(s) is desired. *Forms which may be reproduced can be picked up free of charge on regular work days between 8:45 a.m. – 4:30 p.m. at the above address. Bearer must prepare his own receipt for hand delivered data if a receipt is desired.

This Public Notice, including attachments, may be duplicated by any and all interested persons and is being furnished to the following societies for their information and disposition:

Please note the following: This Public Notice #06-15 includes: (a) the procedures for conforming to Executive Order #390 (Minority and Women Owned Business Participation)

ALL APPLICATIONS MUST BE SUBMITTED ON THE NEW DSB 2005 APPLICATION FORM (ENCLOSED HEREIN)
FAILURE TO DO SO WILL BE THE BASIS FOR REJECTION OF YOUR APPLICATION.

Gordon P. Sainsbury, AIA; RIBA
EXECUTIVE DIRECTOR, DESIGNER SELECTION BOARD



The Commonwealth of Massachusetts

Executive Office of Administration and Finance

Designer Selection Board

1 Ashburton Place, 10th Floor, Room #1004
Boston, Massachusetts 02108

TEL: (617) 727-4046

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PUBLIC NOTICE

TO:	Boston Herald	One Herald Square, Legal Ads	Boston, 02106
	Worcester Telegram	20 Franklin Street, Legal Ads	Worcester, 01609
	The Republican	1860 Main Street, Legal Ads	Springfield, 01101
	Berkshire Eagle	P.O. Box 1171	Pittsfield, 01202-1171
	New Bedford Standard Times	25 Elm Street	New Bedford, 02742
	Brockton Enterprise	60 Main Street, Legal Ads	Brockton, 02401
	Patriot Ledger	400 Crown Colony Drive,	Quincy, 02269
	Lowell Sun	15 Kearney Street, Legal Ads	Lowell, 01852
	North Adams Transcript	124 American Legion Drive	North Adams, 01247
	Cape Cod Times	P.O. Box 550, Legal Ads	Hyannis, MA 02601
	Nashoba Publications	P.O. Box 362	Ayer, MA 01432
	Fitchburg Sentinel & Enterprise	808 Main Street	Fitchburg, MA 01420

FROM: Designer Selection Board

DATE: October 31, 2006

SUBJECT: Classified Legal Advertisement

On November 10, 2006, please insert one day only, the below approximate 2 column 2 inch classified legal advertisement of the Designer Selection Board. Submit proof of advertisement attached to your invoice. Please refer to P.O. #GAE DCP #4645.

Gordon P. Sainsbury, AIA; RIBA
EXECUTIVE DIRECTOR
DESIGNER SELECTION BOARD

PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

Engineers and architects are advised that DSB Project List #06-15, dated November 8, 2006 describing 03 Division of Capital Asset Management and Maintenance (DCAM) projects is now available. Copies of the advertisements may be found on the web by going to the DCAM web-site at <http://www.mass.gov/cam/DSB/index.html>. Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108. Application closing date is 2:00 p.m., WEDNESDAY, November 29, 2006.

PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

APPLICANTS PLEASE NOTE:

The following requirements were implemented on the following dates and continue to be requirements.

April 2006:

Change of address. As of April 3, 2006, all future correspondence should be delivered to One Ashburton Place, 10th Floor, Room 1004, Boston, MA 02108.

February 2006:

- Please be sure to use the latest forms when applying for State funded projects.
- It is the responsibility of the Prime applicant to ensure all of their sub-consultants also use the current application forms. Failure to do so will be grounds for the application to be rejected.

April 2005:

- Please note New DSB 2005 Application Form.
- Applicants are now required to respond to Question #10 as noted on page 7 of the application form.
It is a requirement that all applicants supply signed DSB SC-A's (SUB-CONSULTANT ACKNOWLEDGEMENT) for each listed sub-consultants stating that they are aware and agree to being nominated by said applicant. One Copy of which must have an original signature. This form is now the last page of the DSB Application 2005.
- Failure to supply above documents may result in rejection of application.
- Please note New DSB 2005 Master File Brochure
- New Section on the Web: Most Common Mistakes On Applications at (http://www.state.ma.us/cam/dsb/db_dsbcommon.html)

October 2003:

- Please be advised that only those consultants listed in the advertisement should be nominated in the application by the Prime consultant. Any MBE/WBE requirement should be met within the requested consultant list. Utilizing consultants not requested in order to fulfil the MBE/WBE is unacceptable and will severely limit the Prime's chances of being appointed to the project.

DSB 2000 MASTER FILE BROCHURE

In addition to the individual application form separately filed for each specific project, architects, engineers, planners, construction managers, and related construction industry consultants who wish to be considered for appointment as program consultants, designers, or construction managers on state projects under the jurisdiction of the Designer Selection Board must submit current (within one year of application) credentials in the form of a master brochure as specified on the new DSB Master File 2005 Brochure, (attached herein), or an existing Master File Brochure (if it was submitted within the past year). Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information which the applicant deems essential to be representative of his or her capabilities. Please utilize return receipt if an acknowledgment is desired. All material shall become the property of the Commonwealth, may be disposed of without notification, and shall be considered public information.

Please note that copies of the new form are available from the DSB at DSB Headquarters, Room 1004, One Ashburton Place, Boston, MA 02108. Electronic copies of the forms are available through the Commonwealth's web site at http://www.state.ma.us/cam/dsb/fi_dselectboard.html and by email request to Thomas.Kinney@state.ma.us

CHAPTER 579

In accordance with Chapter 579 of the Acts of 1980 all contracts for designer services for all capital facility projects entered into on or after January 1, 1982 shall conform to those provisions specified in this act. Some of the major changes mandated by this legislation include the following:

1. Lump sum design fees may be set by the Commissioner prior to DSB selections process, or negotiated after the DSB selection process. (See M.G.L. C.7, §38G). If designer's fee is negotiated, he must file a truth-in-negotiations certificate. (Revised to M.G.L. C.7, §38G per Chapter 189 of 1984).
2. There can be no change in consultants from those named on the DSB application unless approved by the Commissioner and reported to the DSB. The director may require a Consultant employed by the designer to obtain and maintain liability insurance.

Section 38G

- (a) In the selection of a designer when the fee for design services has been set by the commissioner prior to the selection process, the commissioner shall appoint a designer from among the list transmitted to him or her under section thirty-eight F. If the commissioner appoints any designer other than the one ranked first by the board, he or she shall file a written justification of the appointment with the board.
- (b) When the fee for design services is to be negotiated, the commissioner shall review the list transmitted by the board, and may exclude any designer from the list if a written explanation of the exclusion is filed with the board. The commissioner shall then appoint a designer based on successful fee negotiation. The commissioner or persons designated by him or her shall first negotiate with the first ranked designer remaining on the list. Should the commissioner be unable to negotiate a satisfactory fee with the first ranked designer within thirty days, negotiations shall be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they were ranked by the board, until an agreement is reached. In no event may a fee be negotiated which is higher than a maximum fee set by the commissioner prior to selection of finalists. Should the commissioner be unable to negotiate a satisfactory fee with any designer initially selected as a finalist by the board, the board shall recommend additional finalists in accordance with the provisions of this chapter. The commissioner may require a finalists with whom a fee is being negotiated to submit a fee proposal and include with it such information as the commissioner requires to provide current cost and pricing data on the basis of which the designer's fee proposal may be evaluated.
- (c) All fees shall be stated in designer's contracts and in any subsequent amendment thereto as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS TO THE DSB

1. Submission of Master File Brochure Data or the DSB 2005 Master File Brochure in the format required, and at least annually, continuously update same. Note that the Master File Brochure currently on file with the DSB can be utilized in place of the new DSB 2005 Master File Brochure until such time as the current Master File Brochure is in need of renewal.
2. Updating of the DSB 2005 Master File Brochure when there are significant principal or key personnel changes in a firm.
3. Receipt of applications from designers who are full time employees of another firm shall disqualify the applicant.
4. Receipt of applications from designers, and his/her consultants, who do not maintain a continuous on-going business shall disqualify the applicant.
5. Simultaneous receipt of applications from individuals or group of individuals who are associates or who are involved in an association or corporation filing for the same project shall disqualify the applicants.
6. Applicants agree to execute the standard contract for Designer Services DCAM Form C-2 or the standard contract for Studies, Programs, Master Plans & Reports, DCAM Form C-3.
7. Chapter 7, Section 38H(e) (iv) requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:
 - a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAM), and continue to do so annually throughout the term of the contract;
 - b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls, and expresses their opinion regarding those controls.
8. Every application or statement filed pursuant to this section shall be sworn to under penalties of perjury. A designer, programmer or construction manager who has been determined by the Board to have filed materially false information under this section shall be disqualified by the Board from further consideration for any project for such time as the Board determines is appropriate. **UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED BY THE BOARD.**

ADDITIONAL REQUIREMENTS FOR DESIGNERS PROVIDING PLANS & SPECIFICATIONS

(a) Certification that the applicants' legal entity, if applying to perform design services other than preparation of studies, surveys, soil testing, cost estimates, programs, or construction management is a designer as defined. The definition of a design professional as listed in M.G.L. C.7, §38A½ follows:

"Designer," an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering, which satisfies the following:

- (i) if an individual, the individual is a registered architect, landscape architect, or engineer; (registered in the Commonwealth of Mass.)*
- (ii) if a partnership, a majority of all the partners are persons who are registered architects, landscape architects, or engineers; (registered in the Commonwealth of Mass.)*
- (iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, landscape architects or engineers, and the person to be in charge of the project is registered in the discipline required for the project.*

[Note: This requires that the chief executive officer and a majority of the directors or a majority of the stock ownership be registered architects, landscape architects or engineers, and that the person to be in charge of the

project be registered in the discipline required for the project. “Registered” means registered in the Commonwealth of Massachusetts.]

(iv) if a joint venture, each joint venturer satisfies the requirements of this section.

(b) As a condition of application, each applicant agrees to carry, if selected for the new project, (other than a master plan, study, program, or construction management) professional liability insurance in the amount equal to 10% of the estimated construction cost of the project, in conformance with the provisions of Article 18 of the standard design contract, i.e. minimum coverage of \$250,000 and maximum coverage of \$1,000,000.

CRITERIA FOR SELECTION OF SEMI-FINALISTS AND FINALISTS

IN CONFORMANCE WITH CHAPTER 7, SECTION 38F

1. Prior similar experience best illustrating current qualifications for this project.
2. Identity and qualifications of the key persons and consultants who will work on this project.
3. Depth of the firm with respect to size and complexity of the project.
4. Past performance on public and private projects.
 - a. Quality, clarity, completeness and accuracy of contract documents and design contract.
 - b. Effectiveness of meeting established program requirements and function within allotted budget.
 - c. Accuracy of cost estimates including assessment of contractors’ requisitions for payment and change order proposals.
 - d. Management ability to meet schedules including submission of design and contract documents and processing of shop drawings, contractors’ requisitions and change orders.
 - e. Coordination and management of consultants.
 - f. Working relationship with contractors, subcontractors, Division of Capital Asset Management and Maintenance (DCAM) staff and agency representatives.
5. Financial stability - including prompt payment of consultant fees.
6. Current workload with DCAM and other public agencies.
7. Geographical location of the firm with respect to the proposed project.
8. Participation of MBEs and WBEs as prime consultants or subconsultants in a role consistent with the participation goals set forth for the project.
 - a. The Designer Selection Board adheres to Executive Order #390 as implemented by the Division of Capital Asset Management and Maintenance establishing goals for minority business enterprise (MBE) and women business enterprise (WBE) participation on all design contracts unless otherwise noted. (See attached pages 6-10)
 - b. The Minority Business Enterprise and Woman Business Enterprise participation goals established for each contract are set forth on the first page of the “Designer Selection Board Project Criteria” solicitation for that contract.

PARTICIPATION BY MINORITY OWNED BUSINESSES AND WOMAN OWNED BUSINESSES

Pursuant to Executive Order 390, the Commissioner of the Division of Capital Asset Management and Maintenance (DCAM), as designee of the Secretary of Administration and Finance, has developed the following goals and procedures to encourage full participation by minority business enterprises (MBEs) and women businesses enterprises (WBEs) (collectively M/WBEs) on contracts for design services entered into by DCAM.

GOALS

Subject to the terms of this memorandum, the following M/WBE participation goals shall apply to the total dollar value of all study and design contracts awarded for every DCAM project:

MBE participation goal: 8%

WBE participation goal: 4%

If the contracting design firm is an MBE or WBE, then M/WBE participation credit shall be given in an amount equal to the entire fee paid to the contracting firm. Please note: if the contracting design firm is itself an MBE or WBE, it will still need to obtain participation by another MBE or WBE to meet the goal that it cannot itself fulfill. If the contracting design firm is not itself an MBE or WBE, then M/WBE participation credit will be given for the value of any work under the contract that is actually performed by each MBE or WBE subcontractor or subconsultant (hereafter “subcontractors”) to the Designer. MBE participation may not be substituted for WBE participation, nor may WBE participation be substituted for MBE participation.

MODIFICATION OF M/WBE PARTICIPATION GOALS FOR PARTICULAR PROJECTS

DCAM reserves the right to reduce or waive the M/WBE participation goals stated above for a particular project prior to the receipt of applications to the Designer Selection Board upon its own initiative or upon the request of any applicant if DCAM determines that it is not feasible for a non-M/WBE design firm to meet the M/WBE goals established for the project based upon any or all of the following: (i) actual M/WBE availability, (ii) the geographic location of the project to the extent related to M/WBE availability, (iii) the contractual scope of work, (iv) the percentage of work available for subcontracting to M/WBEs, or (v) other relevant factors as determined by DCAM.

The M/WBE participation goals established for each project are set forth in the Designer Selection Board Project Criteria published for that project.

After a project is advertised, requests from prospective applicants to reduce or waive the M/WBE participation goals for that project, with all supporting documentation, must be submitted with the application, with a copy to DCAM’s Compliance Office, One Ashburton Place, 15th Floor, Boston, MA 02108. Except as provided below, DCAM will not consider any request to reduce or waive the M/WBE participation goals for a project if the request is received after this deadline.

DETERMINATION OF M/WBE STATUS

A minority owned business shall be considered an MBE only if it has been certified as a minority owned business by the State Office of Minority and Women Business Assistance (“SOMWBA”). A woman owned business shall be considered a WBE only if it has been certified as a woman owned business by SOMWBA.

Certification as a disadvantaged business enterprise (“DBE”), certification as an M/WBE by any agency other than SOMWBA, or submission of an application to SOMWBA for certification as an M/WBE shall not confer M/WBE status on a firm.

Minority owned businesses and woman owned businesses are strongly encouraged to submit applications for certification as M/WBEs to SOMWBA. Information is available from SOMWBA, Ten Park Plaza, Room 3740, Boston, MA 02116 (617) 973-8692, and on the Internet at <<http://www.state.ma.us/somwba>>.

IDENTIFICATION OF M/WBE PARTICIPANTS BY THE SELECTED DESIGNER

The current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.

Not later than five (5) working days after the Designer receives notice of selection for the advertised project, (A-5 Letter), the Designer shall submit to DCAM’s Compliance Office (i) a Letter of Intent for each of the M/WBEs that will perform work under the contract, and (ii) a Schedule of M/WBE Participation. The form of Letter of Intent and Schedule of M/WBE Participation are included in this application package.

Within five (5) working days after receipt of the Letters of Intent, DCAM’s Compliance Office shall review and either approve or disapprove the Designer’s submissions. Without limitation, DCAM reserves the right to reject the Letter of Intent of any M/WBE that is to perform work in a category that is not listed in its SOMWBA certification, or if the price to be paid for the M/WBE Work as stated in the Letter of Intent does not bear a reasonable relationship to the value of such work as reasonably determined by DCAM. If the Designer has not submitted an appropriate Schedule of M/WBE Participation and appropriate Letters of Intent and SOMWBA certification letters establishing that the M/WBE participation goal for the project will be met, the Designer may be considered ineligible for award of the contract and DCAM may award the contract to the second ranked Designer, subject to that Designer’s compliance with these conditions.

DCAM reserves the right to reduce or waive the M/WBE participation goals for a project after selection of the designer and before execution of the contract, provided that no such reduction or waiver shall be granted except under the following circumstances: the selected Designer must establish and document that it has been unable to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals for the project after having made a diligent, good faith effort to do so; all such documentation must accompany the Designer’s request to reduce or waive the M/WBE participation goal and shall include, at a minimum, the following:

- A list of all items of work under the contract that the Designer made available for subcontracting to W/MBEs. The Designer shall identify all items of work that the Designer did not make so available and shall state the reasons for not making such work available for subcontracting to W/MBEs. The Designer shall also demonstrate that, where commercially reasonable, subcontracts were divided into units capable of being performed by M/WBEs.
- Evidence that the Designer sent written notices soliciting proposals to perform the items of work made available by the Designer for subcontracting to W/MBEs to all W/MBEs qualified to perform such work. The Designer shall identify (i) each W/MBE solicited, and (ii) each W/MBE listed in the SOMWBA directory under the applicable trade category who was not solicited and the reasons therefor. The Designer shall also state the dates notices were mailed and provide a copy of the written notice(s) sent.

- Evidence that the Designer made reasonable efforts to follow up the written notices sent to M/WBEs with telephone calls or personal visits in order to determine with certainty whether the M/WBEs were interested in performing the work. Phone logs or other documentation must be submitted.
- A statement of the response received from each M/WBE solicited, including the reason for rejecting any M/WBE who submitted a proposal.
- Evidence of efforts made to assist M/WBEs that need assistance in obtaining bonding, insurance, or lines of credit with suppliers if the inability of M/WBEs to obtain bonding, insurance, or lines of credit is a reason given for the Designer's inability to meet the M/WBE goals.
- The Designer also shall submit any other information reasonably requested by DCAM to show that the Designer has taken all actions which could be reasonably expected to achieve the M/WBE participation goals.

The Designer may submit any other information supporting its request for a waiver or reduction in the M/WBE participation goals, such as evidence that the Designer placed advertisements in appropriate media and trade association publications announcing the Designer's interest in obtaining proposals from M/WBEs, and/or sent written notification to M/WBE economic development assistance agencies, trade groups and other organizations notifying them of the project and the work to be subcontracted by the Designer to M/WBEs.

Requests by a selected Designer to reduce or waive the M/WBE participation goals for a particular project based upon the Designer's inability to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals after having made a diligent, good faith effort to do so must be received by DCAM not later than five (5) business days after receipt by the Designer of the notice of selection (A-5 Letter).

The Designer's compliance with these procedures and goals is a prerequisite for award of the contract, provided that DCAM reserves the right to waive minor defects in documents and extend time limits in its sole discretion.

**SCHEDULE FOR PARTICIPATION
BY MINORITY/WOMEN BUSINESS ENTERPRISES
DIVISION OF CAPITAL ASSET MANAGEMENT**

DCAM Project Number _____ Project Location _____

Project Name _____

This form must be submitted by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter). A Letter of Intent and SOMWBA certification letter for each M/WBE must be submitted with this Schedule of M/WBE participation.

BIDDER CERTIFICATION:

The undersigned Design firm agrees that it will subcontract with the following listed firms for the work described and for the dollar amounts listed below. For purposes of this commitment, the MBE and WBE designation means that a business has been certified by SOMWBA as either a MBE, WBE or M/WBE. The Designer must indicate the MBE/WBE firms it intends to utilize on the project as follows (attach additional sheets if necessary):

Company Name & Address	MBE or WBE	Describe MBE/WBE Scopes of Work	Total Dollar Value of Participation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

MBE Goal: \$ _____

Total Dollar Value of MBE Commitment: \$ _____

WBE Goal: \$ _____

Total Dollar Value of WBE Commitment: \$ _____

The undersigned hereby certifies that he/she has read the terms and conditions of the contract with regard to MBE/WBE participation and is authorized to bind the Designer to the commitment set forth above.

Name of Designer _____ Authorized Signature _____

Business Address _____ Print Name _____

_____ Title _____

Telephone No. _____ Fax No. _____ Date _____

(To be completed by MBE/WBE, and submitted to the Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter).

THIS OFFICIAL FORM MAY NOT BE ALTERED
POLICY ON EMPLOYMENT OF STUDY CONSULTANTS FOR SUBSEQUENT DESIGN PROJECTS

Amended by the Designer Selection Board on December 15, 2000

1. The Commissioner may appoint a designer to perform continued or extended services if the following conditions are met:
 - (i) *a written statement is filed with the Board explaining the reasons for the continuation or extension of services;*
 - (ii) *the program for the design services is filed with the Board if one is required by the regulations of the division; and*
 - (iii) *the Board approves the appointment of the designer for continued or extended services and states the reasons therefor.*
2. When the Board has required that applicants list consultants which the applicants may employ, in no event shall a consultant be used who is debarred pursuant to Section forty-four C of Chapter one hundred and forty-nine as amended, and any change or addition to the consultants named in the application and allowed by the Board upon appointment must be approved by the Deputy Commissioner and reported to the Board, along with a written statement by the designer or construction manager of the reasons for the change.

GENERAL INSTRUCTIONS FOR FILING APPLICATIONS

1. **As of 04/05, the application forms required for submissions to the Designer Selection Board have been updated. The new forms are as follows: DSB Master File Brochure is replaced by the DSB Master File 2005 Brochure (included herein); DSB Application is replaced by the DSB 2005 Application Form (included herein). Please note that the Master File Brochure currently on file with the DSB can be utilized in place of the DSB Master File 2005 Brochure until such time as the current Master File Brochure is in need of renewal (yearly). All specific project applications must be submitted on the new DSB 2005 Application forms. Submissions that are on the old Form 2000 will not be accepted.**
2. An electronic copy of the new DSB 2005 Master File Brochure and the new DSB 2005 Application Form in Microsoft Word for Windows ® 97 is available for download from the Web site address: http://www.state.ma.us/cam/dsb/fi_dselectboard.html or one can send an email with "DSB Forms" in the subject line to Thomas.Kinney@state.ma.us. Hard copies, or an electronic copy on disk may also be obtained by calling in person at the DSB Headquarters, Room 1004, 1 Ashburton Place, Boston, Ma 02108. Requesters must provide their own diskette and only Microsoft word for windows ® 97 are available. Forms will be mailed to all persons providing the DSB with their name and.
3. Applications should be limited to the application plus a maximum of **3 supplementary pages** (double sided) unless otherwise noted. Information in excess of three pages, unless otherwise noted in the Public Notice Advertisement, may be the basis of rejection. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. **Submit 15 copies. Please duplicate forms double-sided, if possible, to minimize paper waste.**
4. No cover letters, binders and superfluous material. Please staple upper right.
5. DSB recommends that the principal who would be in charge of the project make sure that the form is complete including appropriate signature. Unsigned applications will not be considered.
6. When citing work performed by the applicant while employed by another firm, make certain said firm is properly identified including the individual's level of responsibility.
7. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected. It is a requirement that all applicants supply a signed DSB SC-A's (Sub-Consultant Acknowledgement). There can be no change in consultants from those named unless approved by DCAM and reported to the Designer Selection Board (C.7, §38H(a)). It is a requirement that all applicants supply the signed document, attached to the application, by the listed sub-consultants stating that they are aware and agree to being nominated by said applicant. Failure to supply above documents may result in rejection of application.
8. DCAM contracts require that the Prime and Sub-Consultant personnel must be registered by the Commonwealth of Massachusetts in their respective disciplines and therefore, when applicable, the DSB looks for registration in the disciplines listed in order to satisfy DCAM contract requirements.
9. Eligibility requirements are set forth on page 5 of this Public Notice in item 8(a). Sub-paragraph (iii) of item 8(a) requires: 1) the majority of directors or a majority of the stock ownership to be persons who are Mass. registered architects, landscape architects or engineers; 2) the chief executive officer to be a person who is so registered; and 3) the person to be in charge of the project to be so registered in the discipline required for the project.
10. When the Prime applicant is to fulfil any of the requested consultant roles in the advertisement, then that role shall be defined in the organization chart as the applicant. It should also be referenced in Section 7 (resume) and Section 8 (experience) such that it proves the applicant is skilled in supplying these roles on the project.
11. Current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.
12. Applicants are advised to apply only for those projects for which they are demonstrably qualified, as it reflects negatively on the applicant's credibility if the firm applies for every job advertised when only marginally qualified.

13. The Board relies almost exclusively on the information submitted on the applications to arrive at a short list of semi-finalists. Therefore, do not include statements that refer to the Master File Brochure for additional information. The Master File Brochures are usually considered upon request of a DSB member when additional supplementary information is needed.
14. The Master File Brochure should be specifically prepared for the DSB with each response properly numbered. (Do not use Federal 254 and 255 forms) All information should be on 8 1/2" x 11" format, and properly bound as a single coherent document. Master File Brochures should be updated at least annually and any updates submitted after 04/15/05 must be submitted with the new DSB 2005 Master File Brochure.
15. Joint ventures are not encouraged. However, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
16. Current workload with DCAM, other public agencies and the private sector are taken into consideration, however, usually only after the DSB has narrowed down the original applicants to a short list of qualified semi-finalists. The Board fosters effective broad-based participation in public work within the design professions.

NOTE **CMR 810 Publication/Instructions for Designers** (Form 9) is available for a cost of \$19.25 + postage for mailing, at the Massachusetts Secretary of State Bookstore, Room 116, State House, Boston. Telephone number is 727-2834. **Please note that Form 9 has been updated as of November, 1999.**

DSB 2005 MASTER FILE BROCHURE

In addition to the individual application form separately filed for each specific project, architects, engineers, planners, construction managers, and related construction industry consultants who wish to be considered for appointment as program consultants, designers, or construction managers on state projects under the jurisdiction of the Designer Selection Board must submit current (within one year of application) credentials in the form of a master brochure as specified on the new DSB 2005 Master File Brochure, (attached herein), or an existing Master File Brochure (if it was submitted within the past year). Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information which the applicant deems essential to be representative of his or her capabilities. Please utilize return receipt if an acknowledgment is desired. All material shall become the property of the Commonwealth, may be disposed of without notification, and shall be considered public information.

Please note that copies of the new form are available from the DSB at DSB Headquarters, Room 1004, One Ashburton Place, Boston, MA 02108. Electronic copies of the forms are available through the Commonwealth's web site at http://www.state.ma.us/cam/forms/fi_dselectboard.html and by email request to Thomas.Kinney@state.ma.us

CHAPTER 579

In accordance with Chapter 579 of the Acts of 1980 all contracts for designer services for all capital facility projects entered into on or after January 1, 1982 shall conform to those provisions specified in this act. Some of the major changes mandated by this legislation include the following:

1. Lump sum design fees may be set by the Commissioner prior to DSB selections process, or negotiated after the DSB selection process. (See M.G.L. C.7, §38G). If designer's fee is negotiated, he must file a truth-in-negotiations certificate. (Revised to M.G.L. C.7, §38G per Chapter 189 of 1984).
2. There can be no change in consultants from those named on the DSB application unless approved by the Commissioner and reported to the DSB. The director may require a Consultant employed by the designer to obtain and maintain liability insurance.

Section 38G

- (a) In the selection of a designer when the fee for design services has been set by the commissioner prior to the selection process, the commissioner shall appoint a designer from among the list transmitted to him or her under section thirty-eight F. If the commissioner appoints any designer other than the one ranked first by the board, he or she shall file a written justification of the appointment with the board.
- (b) When the fee for design services is to be negotiated, the commissioner shall review the list transmitted by the board, and may exclude any designer from the list if a written explanation of the exclusion is filed with the board. The commissioner shall then appoint a designer based on successful fee negotiation. The commissioner or persons designated by him or her shall first negotiate with the first ranked designer remaining on the list. Should the commissioner be unable to negotiate a satisfactory fee with the first ranked designer within thirty days, negotiations shall be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they were ranked by the board, until an agreement is reached. In no event may a fee be negotiated which is higher than a maximum fee set by the commissioner prior to selection of finalists. Should the commissioner be unable to negotiate a satisfactory fee with any designer initially selected as a finalist by the board, the board shall recommend additional finalists in accordance with the provisions of this chapter. The commissioner may require a finalists with whom a fee is being negotiated to submit a fee proposal and include with it such information as the commissioner requires to provide current cost and pricing data on the basis of which the designer's fee proposal may be evaluated.
- (c) All fees shall be stated in designer's contracts and in any subsequent amendment thereto as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS TO THE DSB

1. Submission of Master File Brochure Data or the DSB 2005 Master File Brochure in the format required, and at least annually, continuously update same. Note that the Master File Brochure currently on file with the DSB can be utilized in place of the new DSB 2005 Master File Brochure until such time as the current Master File Brochure is in need of renewal.
2. Updating of the DSB 2005 Master File Brochure when there are significant principal or key personnel changes in a firm.
3. Receipt of applications from designers who are full time employees of another firm shall disqualify the applicant.
4. Receipt of applications from designers, and his/her consultants, who do not maintain a continuous on-going business shall disqualify the applicant.
5. Simultaneous receipt of applications from individuals or group of individuals who are associates or who are involved in an association or corporation filing for the same project shall disqualify the applicants.
6. Applicants agree to execute the standard contract for Designer Services DCAM Form C-2 or the standard contract for Studies, Programs, Master Plans & Reports, DCAM Form C-3.
7. Chapter 7, Section 38H(e) (iv) requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:
 - a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAM), and continue to do so annually throughout the term of the contract;
 - b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls, and expresses their opinion regarding those controls.
8. Every application or statement filed pursuant to this section shall be sworn to under penalties of perjury. A designer, programmer or construction manager who has been determined by the Board to have filed materially false information under this section shall be disqualified by the Board from further consideration for any project for such time as the Board determines is appropriate. **UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED BY THE BOARD.**

ADDITIONAL REQUIREMENTS FOR DESIGNERS PROVIDING PLANS & SPECIFICATIONS

(a) Certification that the applicants' legal entity, if applying to perform design services other than preparation of studies, surveys, soil testing, cost estimates, programs, or construction management is a designer as defined. The definition of a design professional as listed in M.G.L. C.7, §38A½ follows:

"Designer," an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering, which satisfies the following:

- (i) if an individual, the individual is a registered architect, landscape architect, or engineer; (registered in the Commonwealth of Mass.)*
- (ii) if a partnership, a majority of all the partners are persons who are registered architects, landscape architects, or engineers; (registered in the Commonwealth of Mass.)*
- (iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, landscape architects or engineers, and the person to be in charge of the project is registered in the discipline required for the project.*

[Note: This requires that the chief executive officer and a majority of the directors or a majority of the stock ownership be registered architects, landscape architects or engineers, and that the person to be in charge of the

project be registered in the discipline required for the project. “Registered” means registered in the Commonwealth of Massachusetts.]

(iv) if a joint venture, each joint venturer satisfies the requirements of this section.

(b) As a condition of application, each applicant agrees to carry, if selected for the new project, (other than a master plan, study, program, or construction management) professional liability insurance in the amount equal to 10% of the estimated construction cost of the project, in conformance with the provisions of Article 18 of the standard design contract, i.e. minimum coverage of \$250,000 and maximum coverage of \$1,000,000.

CRITERIA FOR SELECTION OF SEMI-FINALISTS AND FINALISTS

IN CONFORMANCE WITH CHAPTER 7, SECTION 38F

1. Prior similar experience best illustrating current qualifications for this project.
2. Identity and qualifications of the key persons and consultants who will work on this project.
3. Depth of the firm with respect to size and complexity of the project.
4. Past performance on public and private projects.
 - a. Quality, clarity, completeness and accuracy of contract documents and design contract.
 - b. Effectiveness of meeting established program requirements and function within allotted budget.
 - c. Accuracy of cost estimates including assessment of contractors’ requisitions for payment and change order proposals.
 - d. Management ability to meet schedules including submission of design and contract documents and processing of shop drawings, contractors’ requisitions and change orders.
 - e. Coordination and management of consultants.
 - f. Working relationship with contractors, subcontractors, Division of Capital Asset Management and Maintenance (DCAM) staff and agency representatives.
5. Financial stability - including prompt payment of consultant fees.
6. Current workload with DCAM and other public agencies.
7. Geographical location of the firm with respect to the proposed project.
8. Participation of MBEs and WBEs as prime consultants or subconsultants in a role consistent with the participation goals set forth for the project.
 - a. The Designer Selection Board adheres to Executive Order #390 as implemented by the Division of Capital Asset Management and Maintenance establishing goals for minority business enterprise (MBE) and women business enterprise (WBE) participation on all design contracts unless otherwise noted. (See attached pages 6-10)
 - b. The Minority Business Enterprise and Woman Business Enterprise participation goals established for each contract are set forth on the first page of the “Designer Selection Board Project Criteria” solicitation for that contract.

PARTICIPATION BY MINORITY OWNED BUSINESSES AND WOMAN OWNED BUSINESSES

Pursuant to Executive Order 390, the Commissioner of the Division of Capital Asset Management and Maintenance (DCAM), as designee of the Secretary of Administration and Finance, has developed the following goals and procedures to encourage full participation by minority business enterprises (MBEs) and women businesses enterprises (WBEs) (collectively M/WBEs) on contracts for design services entered into by DCAM.

GOALS

Subject to the terms of this memorandum, the following M/WBE participation goals shall apply to the total dollar value of all study and design contracts awarded for every DCAM project:

MBE participation goal: 8%

WBE participation goal: 4%

If the contracting design firm is an MBE or WBE, then M/WBE participation credit shall be given in an amount equal to the entire fee paid to the contracting firm. Please note: if the contracting design firm is itself an MBE or WBE, it will still need to obtain participation by another MBE or WBE to meet the goal that it cannot itself fulfill. If the contracting design firm is not itself an MBE or WBE, then M/WBE participation credit will be given for the value of any work under the contract that is actually performed by each MBE or WBE subcontractor or subconsultant (hereafter “subcontractors”) to the Designer. MBE participation may not be substituted for WBE participation, nor may WBE participation be substituted for MBE participation.

MODIFICATION OF M/WBE PARTICIPATION GOALS FOR PARTICULAR PROJECTS

DCAM reserves the right to reduce or waive the M/WBE participation goals stated above for a particular project prior to the receipt of applications to the Designer Selection Board upon its own initiative or upon the request of any applicant if DCAM determines that it is not feasible for a non-M/WBE design firm to meet the M/WBE goals established for the project based upon any or all of the following: (i) actual M/WBE availability, (ii) the geographic location of the project to the extent related to M/WBE availability, (iii) the contractual scope of work, (iv) the percentage of work available for subcontracting to M/WBEs, or (v) other relevant factors as determined by DCAM.

The M/WBE participation goals established for each project are set forth in the Designer Selection Board Project Criteria published for that project.

After a project is advertised, requests from prospective applicants to reduce or waive the M/WBE participation goals for that project, with all supporting documentation, must be submitted with the application, with a copy to DCAM’s Compliance Office, One Ashburton Place, 15th Floor, Boston, MA 02108. Except as provided below, DCAM will not consider any request to reduce or waive the M/WBE participation goals for a project if the request is received after this deadline.

DETERMINATION OF M/WBE STATUS

A minority owned business shall be considered an MBE only if it has been certified as a minority owned business by the State Office of Minority and Women Business Assistance (“SOMWBA”). A woman owned business shall be considered a WBE only if it has been certified as a woman owned business by SOMWBA.

Certification as a disadvantaged business enterprise (“DBE”), certification as an M/WBE by any agency other than SOMWBA, or submission of an application to SOMWBA for certification as an M/WBE shall not confer M/WBE status on a firm.

Minority owned businesses and woman owned businesses are strongly encouraged to submit applications for certification as M/WBEs to SOMWBA. Information is available from SOMWBA, Ten Park Plaza, Room 3740, Boston, MA 02116 (617) 973-8692, and on the Internet at <<http://www.state.ma.us/somwba>>.

IDENTIFICATION OF M/WBE PARTICIPANTS BY THE SELECTED DESIGNER

The current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.

Not later than five (5) working days after the Designer receives notice of selection for the advertised project, (A-5 Letter), the Designer shall submit to DCAM’s Compliance Office (i) a Letter of Intent for each of the M/WBEs that will perform work under the contract, and (ii) a Schedule of M/WBE Participation. The form of Letter of Intent and Schedule of M/WBE Participation are included in this application package.

Within five (5) working days after receipt of the Letters of Intent, DCAM’s Compliance Office shall review and either approve or disapprove the Designer’s submissions. Without limitation, DCAM reserves the right to reject the Letter of Intent of any M/WBE that is to perform work in a category that is not listed in its SOMWBA certification, or if the price to be paid for the M/WBE Work as stated in the Letter of Intent does not bear a reasonable relationship to the value of such work as reasonably determined by DCAM. If the Designer has not submitted an appropriate Schedule of M/WBE Participation and appropriate Letters of Intent and SOMWBA certification letters establishing that the M/WBE participation goal for the project will be met, the Designer may be considered ineligible for award of the contract and DCAM may award the contract to the second ranked Designer, subject to that Designer’s compliance with these conditions.

DCAM reserves the right to reduce or waive the M/WBE participation goals for a project after selection of the designer and before execution of the contract, provided that no such reduction or waiver shall be granted except under the following circumstances: the selected Designer must establish and document that it has been unable to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals for the project after having made a diligent, good faith effort to do so; all such documentation must accompany the Designer’s request to reduce or waive the M/WBE participation goal and shall include, at a minimum, the following:

- A list of all items of work under the contract that the Designer made available for subcontracting to W/MBEs. The Designer shall identify all items of work that the Designer did not make so available and shall state the reasons for not making such work available for subcontracting to W/MBEs. The Designer shall also demonstrate that, where commercially reasonable, subcontracts were divided into units capable of being performed by M/WBEs.
- Evidence that the Designer sent written notices soliciting proposals to perform the items of work made available by the Designer for subcontracting to W/MBEs to all W/MBEs qualified to perform such work. The Designer shall identify (i) each W/MBE solicited, and (ii) each W/MBE listed in the SOMWBA directory under the applicable trade category who was not solicited and the reasons therefor. The Designer shall also state the dates notices were mailed and provide a copy of the written notice(s) sent.

- Evidence that the Designer made reasonable efforts to follow up the written notices sent to M/WBEs with telephone calls or personal visits in order to determine with certainty whether the M/WBEs were interested in performing the work. Phone logs or other documentation must be submitted.
- A statement of the response received from each M/WBE solicited, including the reason for rejecting any M/WBE who submitted a proposal.
- Evidence of efforts made to assist M/WBEs that need assistance in obtaining bonding, insurance, or lines of credit with suppliers if the inability of M/WBEs to obtain bonding, insurance, or lines of credit is a reason given for the Designer's inability to meet the M/WBE goals.
- The Designer also shall submit any other information reasonably requested by DCAM to show that the Designer has taken all actions which could be reasonably expected to achieve the M/WBE participation goals.

The Designer may submit any other information supporting its request for a waiver or reduction in the M/WBE participation goals, such as evidence that the Designer placed advertisements in appropriate media and trade association publications announcing the Designer's interest in obtaining proposals from M/WBEs, and/or sent written notification to M/WBE economic development assistance agencies, trade groups and other organizations notifying them of the project and the work to be subcontracted by the Designer to M/WBEs.

Requests by a selected Designer to reduce or waive the M/WBE participation goals for a particular project based upon the Designer's inability to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals after having made a diligent, good faith effort to do so must be received by DCAM not later than five (5) business days after receipt by the Designer of the notice of selection (A-5 Letter).

The Designer's compliance with these procedures and goals is a prerequisite for award of the contract, provided that DCAM reserves the right to waive minor defects in documents and extend time limits in its sole discretion.

**SCHEDULE FOR PARTICIPATION
BY MINORITY/WOMEN BUSINESS ENTERPRISES
DIVISION OF CAPITAL ASSET MANAGEMENT**

DCAM Project Number _____ Project Location _____

Project Name _____

This form must be submitted by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter). A Letter of Intent and SOMWBA certification letter for each M/WBE must be submitted with this Schedule of M/WBE participation.

BIDDER CERTIFICATION:

The undersigned Design firm agrees that it will subcontract with the following listed firms for the work described and for the dollar amounts listed below. For purposes of this commitment, the MBE and WBE designation means that a business has been certified by SOMWBA as either a MBE, WBE or M/WBE. The Designer must indicate the MBE/WBE firms it intends to utilize on the project as follows (attach additional sheets if necessary):

Company Name & Address	MBE or WBE	Describe MBE/WBE Scopes of Work	Total Dollar Value of Participation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

MBE Goal: \$ _____

Total Dollar Value of MBE Commitment: \$ _____

WBE Goal: \$ _____

Total Dollar Value of WBE Commitment: \$ _____

The undersigned hereby certifies that he/she has read the terms and conditions of the contract with regard to MBE/WBE participation and is authorized to bind the Designer to the commitment set forth above.

Name of Designer _____ Authorized Signature _____

Business Address _____ Print Name _____

_____ Title _____

Telephone No. _____ Fax No. _____ Date _____

(To be completed by MBE/WBE, and submitted to the Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter).

THIS OFFICIAL FORM MAY NOT BE ALTERED
POLICY ON EMPLOYMENT OF STUDY CONSULTANTS FOR SUBSEQUENT DESIGN PROJECTS

Amended by the Designer Selection Board on December 15, 2000

1. The Commissioner may appoint a designer to perform continued or extended services if the following conditions are met:
 - (i) *a written statement is filed with the Board explaining the reasons for the continuation or extension of services;*
 - (ii) *the program for the design services is filed with the Board if one is required by the regulations of the division; and*
 - (iii) *the Board approves the appointment of the designer for continued or extended services and states the reasons therefor.*
2. When the Board has required that applicants list consultants which the applicants may employ, in no event shall a consultant be used who is debarred pursuant to Section forty-four C of Chapter one hundred and forty-nine as amended, and any change or addition to the consultants named in the application and allowed by the Board upon appointment must be approved by the Deputy Commissioner and reported to the Board, along with a written statement by the designer or construction manager of the reasons for the change.

GENERAL INSTRUCTIONS FOR FILING APPLICATIONS

1. **As of 04/05, the application forms required for submissions to the Designer Selection Board have been updated. The new forms are as follows: DSB Master File Brochure is replaced by the DSB 2005 Master File Brochure (included herein); DSB Application is replaced by the DSB 2005 Application Form (included herein). Please note that the Master File Brochure currently on file with the DSB can be utilized in place of the DSB 2005 Master File Brochure until such time as the current Master File Brochure is in need of renewal (yearly). All specific project applications must be submitted on the new DSB 2005 Application forms. Submissions that are on the old Form 2000 will not be accepted.**
2. An electronic copy of the new DSB 2005 Master File Brochure and the new DSB 2005 Application Form in Microsoft Word for Windows ® 97 is available for download from the Web site address: http://www.state.ma.us/cam/forms/fi_dselectboard.html or one can send an email with "DSB Forms" in the subject line to Thomas.Kinney@state.ma.us. Hard copies, or an electronic copy on disk may also be obtained by calling in person at the DSB Headquarters, Room 1004, 1 Ashburton Place, Boston, Ma 02108. Requesters must provide their own diskette and only Microsoft word for windows ® 97 are available. Forms will be mailed to all persons providing the DSB with their name and.
3. Applications should be limited to the application plus a maximum of **3 supplementary pages** (double sided) unless otherwise noted. Information in excess of three pages, unless otherwise noted in the Public Notice Advertisement, may be the basis of rejection. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. **Submit 15 copies. Please duplicate forms double-sided, if possible, to minimize paper waste.**
4. No cover letters, binders and superfluous material. Please staple upper right.
5. DSB recommends that the principal who would be in charge of the project make sure that the form is complete including appropriate signature. Unsigned applications will not be considered.
6. When citing work performed by the applicant while employed by another firm, make certain said firm is properly identified including the individual's level of responsibility.
7. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected. It is a requirement that all applicants supply a signed DSB SC-A's (Sub-Consultant Acknowledgement). There can be no change in consultants from those named unless approved by DCAM and reported to the Designer Selection Board (C.7, §38H(a)). It is a requirement that all applicants supply the signed document, attached to the application, by the listed sub-consultants stating that they are aware and agree to being nominated by said applicant. Failure to supply above documents may result in rejection of application.
8. DCAM contracts require that the Prime and Sub-Consultant personnel must be registered by the Commonwealth of Massachusetts in their respective disciplines and therefore, when applicable, the DSB looks for registration in the disciplines listed in order to satisfy DCAM contract requirements.
9. Eligibility requirements are set forth on page 5 of this Public Notice in item 8(a). Sub-paragraph (iii) of item 8(a) requires: 1) the majority of directors or a majority of the stock ownership to be persons who are Mass. registered architects, landscape architects or engineers; 2) the chief executive officer to be a person who is so registered; and 3) the person to be in charge of the project to be so registered in the discipline required for the project.
10. When the Prime applicant is to fulfil any of the requested consultant roles in the advertisement, then that role shall be defined in the organization chart as the applicant. It should also be referenced in Section 7 (resume) and Section 8 (experience) such that it proves the applicant is skilled in supplying these roles on the project.
11. Current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.
12. Applicants are advised to apply only for those projects for which they are demonstrably qualified, as it reflects negatively on the applicant's credibility if the firm applies for every job advertised when only marginally qualified.
13. Applications should be mailed to the Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02109.

14. The Board relies almost exclusively on the information submitted on the applications to arrive at a short list of semi-finalists. Therefore, do not include statements that refer to the Master File Brochure for additional information. The Master File Brochures are usually considered upon request of a DSB member when additional supplementary information is needed.
15. The Master File Brochure should be specifically prepared for the DSB with each response properly numbered. (Do not use Federal 254 and 255 forms) All information should be on 8 1/2" x 11" format, and properly bound as a single coherent document. Master File Brochures should be updated at least annually and any updates submitted after 04/15/05 must be submitted with the new DSB 2005 Master File Brochure.
16. Joint ventures are not encouraged. However, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
17. Current workload with DCAM, other public agencies and the private sector are taken into consideration, however, usually only after the DSB has narrowed down the original applicants to a short list of qualified semi-finalists. The Board fosters effective broad-based participation in public work within the design professions.

NOTE **CMR 810 Publication/Instructions for Designers** (Form 9) is available for a cost of \$19.25 + postage for mailing, at the Massachusetts Secretary of State Bookstore, Room 116, State House, Boston. Telephone number is 727-2834. **Please note that Form 9 has been updated as of November, 1999.**

**Commonwealth of
Massachusetts
DSB 2005
Master File
Brochure**

1. Firm Name (or if not an entity, individual's name), and Business Address Telephone No.: _____ 1a. Submittal is for _____ Parent Company _____ Branch or Subsidiary Office 1b. Mass Vendor ID#: _____		2. Year Present Firm Established: _____		3. Date Prepared: _____																																																	
		4. Specify type of ownership and check 1, 2 or 3 below, if applicable.																																																			
		<input type="checkbox"/>	(1) SOMWBA Certified minority business enterprise (MBE)																																																		
		<input type="checkbox"/>	(2) SOMWBA Certified woman business enterprise (WBE)																																																		
5. Name of Parent company, if any: _____		5a. Former Company Name(s), if any, and Year(s) Established: _____																																																			
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9. Personnel by Discipline: (List each person only once, by primary function -- average number employed throughout the preceding 6 month period. Indicate both the total numbers in each discipline and, within brackets, the total number holding Massachusetts's registrations.).																																																					
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10. Summary of Professional Services Fees Received: (insert Index number)						Ranges of Professional Services Fees INDEX			
Last 5 Years (most recent year first)									
2005						1.	Less than \$100,000	5.	\$1 million to \$2 million
2004						2.	\$100,000 to \$250,000	6.	\$2 million to \$5 million
2003						3.	\$250,000 to \$500,000	7.	\$5 million to \$10 million
2002						4.	\$500,000 to \$1 million	8.	\$10 million or greater
2001									
Federal Work									
Commonwealth of Massachusetts work									
All other domestic and foreign work									
Experience Profile Code Numbers for use with questions 11, 12 and 13									
001	Acoustics, Noise Abatement	037	Fisheries; Fish Ladders	065	Microclimatology; Tropical Engineering	100	Special Environments; Clean Rooms, Etc.		
002	Aerial Photogrammetry	038	Forestry & Forest Products	066	Military Design Standards	101	Structural Design; Special Structures		
003	Agricultural Development; Grain Storage; Farm Mechanization	039	Garages; Vehicle Maintenance Facilities; Parking Decks	067	Mining and Mineralogy	102	Surveying; Platting; Mapping; Flood Plain Studies		
004	Air Pollution Control	040	Gas Systems (<i>Propane; Natural, Etc.</i>)	068	Missile Facilities (<i>Silos; Fuels; Transport</i>)	103	Swimming Pools		
005	Airports; Navajds; Airport Lighting; Aircraft Fueling	041	Graphic Design	069	Modular Systems Design; Pre-fabricated	104	Storm Water Handling & Facilities		
006	Airports; Terminals & Hangars; Freight Handling	042	Harbors; Jetties, Piers, Ship Terminal Facilities	070	Naval Architecture; Off-Shore Platforms	105	Telephone <i>Systems (Rural; Mobile Intercom, ; Etc.)</i>		
007	Arctic Facilities	043	Structures or Components	071	Nuclear Facilities; Nuclear Shielding	106	Testing & Inspection Services		
008	Auditoriums & Theaters	044	Heating, Ventilating, Air Conditioning	072	Office Buildings; Industrial Parks	107	Traffic & Transportation Engineering		
009	Automation; Controls; Instrumentation	045	Health Systems Planning	073	Oceanographic Engineering	108	Towers (Self-Supporting & Guyed Systems)		
010	Barracks; Dormitories	046	Highrise; Air-Rights-Type Buildings	074	Ordnance; Munitions; Special Weapons	109	Tunnels & Subways		
011	Bridges	047	Highways; Streets; Airfield Paving; Parking Lots	075	Petroleum Exploration; Refining	110	Urban Renewals; Community Development		
012	Cemeteries	048	Historical Preservation	076	petroleum and Fuel (<i>Storage and Distribution</i>)	111	Utilities (<i>Gas & Steam</i>)		
013	Chemical Processing & Storage	048A	Hospital and Medical Facilities	077	Pipelines (<i>Cross-Country - Liquid & Gas</i>)	112	Value Analysis; Life-Cycle Costing		
014	Churches; Chapels	048B	Medical Facilities - Mental Health	078	Planning (<i>Community, Regional</i>)	113	Warehouses & Depots		
015	Codes; Standards; Ordinances	048C	Medical Facilities - Acute Care	079	Planning (<i>Site, Installation, and Project</i>)	114	Water Resources; Hydrology; Ground Water		
016	Cold Storage; Refrigeration; Fast Freeze	049	Medical Facilities - Ambulatory Care, Clinics	080	Plumbing and Piping Design	115	Water Supply; Treatment and Distribution		
017	Commercial Building (<i>low rise</i>); Shopping Centers	050	Hotels, Motels	081	Pneumatic Structures, Air-Support Buildings	116	Wind Tunnels; Research/Testing Facilities		
018	Communication Systems; TV; Microwave	050A	Housing (Residential, Multi-Family; Apartments; Condominiums)	082	Postal Facilities	117	Design		
019	Computer Facilities; Computer Service	050B	Housing - Residential Mental Health	083	Power Generation, Transmission, Distribution	201	Zoning; Land Use Studies		
020	Conservation and Resource Management	050C	Housing - Resid. Mental Ret. /Group Home	084	Prisons & Correctional Facilities	202			
021	Construction Management	050D	Housing - Elderly	084A	Correctional Facilities - Minimum Security	203			
022	Corrosion Control; Cathodic Protection; Electrolysis	051	Housing - Assisted Living	084B	Correctional Facilities - Medium Security	204			
023	Cost Estimating	052	Hydraulics and Pneumatics	084C	Correctional Facilities - Maximum Security	205			
024	Dams (<i>Concrete; Arch</i>)	053	Industrial Buildings; Manufacturing Plants	084D	Correctional Facilities - Youth Detention				
025	Dams (<i>Earth; Rock</i>); Dikes; Levees	054	Industrial Processes; Quality Control	084E	Public Safety Facilities - Police/Fire Stations				
026	Desalination (<i>Process & Facilities</i>)	055	Industrial Waste Treatment	084F	Public Safety Facilities - Training				
027	Dining Halls; Clubs; Restaurants	056	Interior Design; Space Planning	085	Product, Machine & Equipment Design				
028	Ecological & Archeological Investigations	057	Facilities Management	086	Radar; Sonar; Radio & Radar Telescopes				
029	Educational Facilities; Classrooms	058	Irrigation; Drainage	088	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)				
029A	Educational Facilities; Higher Ed	058A	Judicial and Courtroom Facilities	088A	Recreation Facilities - Ice Rinks				
029B	Educational Facilities; Secondary Ed	058B	Laboratories; Medical Research Facilities	088B	Recreation Facilities - Senior/Community Centers				
029C	Educational Facilities; Elementary Ed	058C	Laboratories; Commercial	088C	Park Support Facilities (<i>Bath House; Visitor Center</i>)				
029D	Educational Facilities; Child Day Care	058D	Laboratories; Higher Ed Research Sciences	089	Rehabilitation (<i>Buildings; Structures; Facilities</i>)				
030	Electronics	059	Laboratories; Heavy Equipment	090	Resource Recovery; Recycling				
031	Elevators; Escalators; People Movers	060	Laboratories; Pathology, Medical Examiner	091	Radio Frequency Systems & Shieldings				
032	Energy Conservation; New Energy Sources	061	Laboratories; Crime Investigation	092	Rivers; Canals; Waterways; Flood Control				
032A	Sustainable Design	062	Landscape Architecture	093	Safety Engineering; Accident Studies, OSHA Studies				
033	Environmental Impact Studies, Assessments or Statements	063	Libraries; Museums; Galleries	094	Security Systems; Intruder & Smoke Detection				
034	Fallout Shelters; Blast-Resistant Design	064	Lighting (Interiors; Display; Theatre, Etc.)	095	Seismic Designs and Studies				
035	Field Houses; Gyms; Stadiums		Lighting (<i>Exteriors</i>)	096	Sewage Collection, Treatment and Disposal				
036	Fire Protection		Materials Handling Systems; Conveyors; Sorters	097	Soils & Geologic Studies; Foundations				
			Metallurgy	098	Solar Energy Utilization				
				099	Solid Wastes; Incineration; Land Fill				
				099A	Hazardous materials Abatement				

11. Profile of Firm's Project Experience, Last 5 Years								
Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)
1.			11.			21.		
2.			12.			22.		
3.			13.			23.		
4.			14.			24.		
5.			15.			25.		
6.			16.			26.		
7.			17.			27.		
8.			18.			28.		
9.			19.			29.		
10.			20.			30.		

12. List all current Projects (except for work for the Commonwealth) for which Prime Applicant is performing or is under contract to perform any design services (add/subtract rows as needed).						
Profile Code	Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C. *	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			

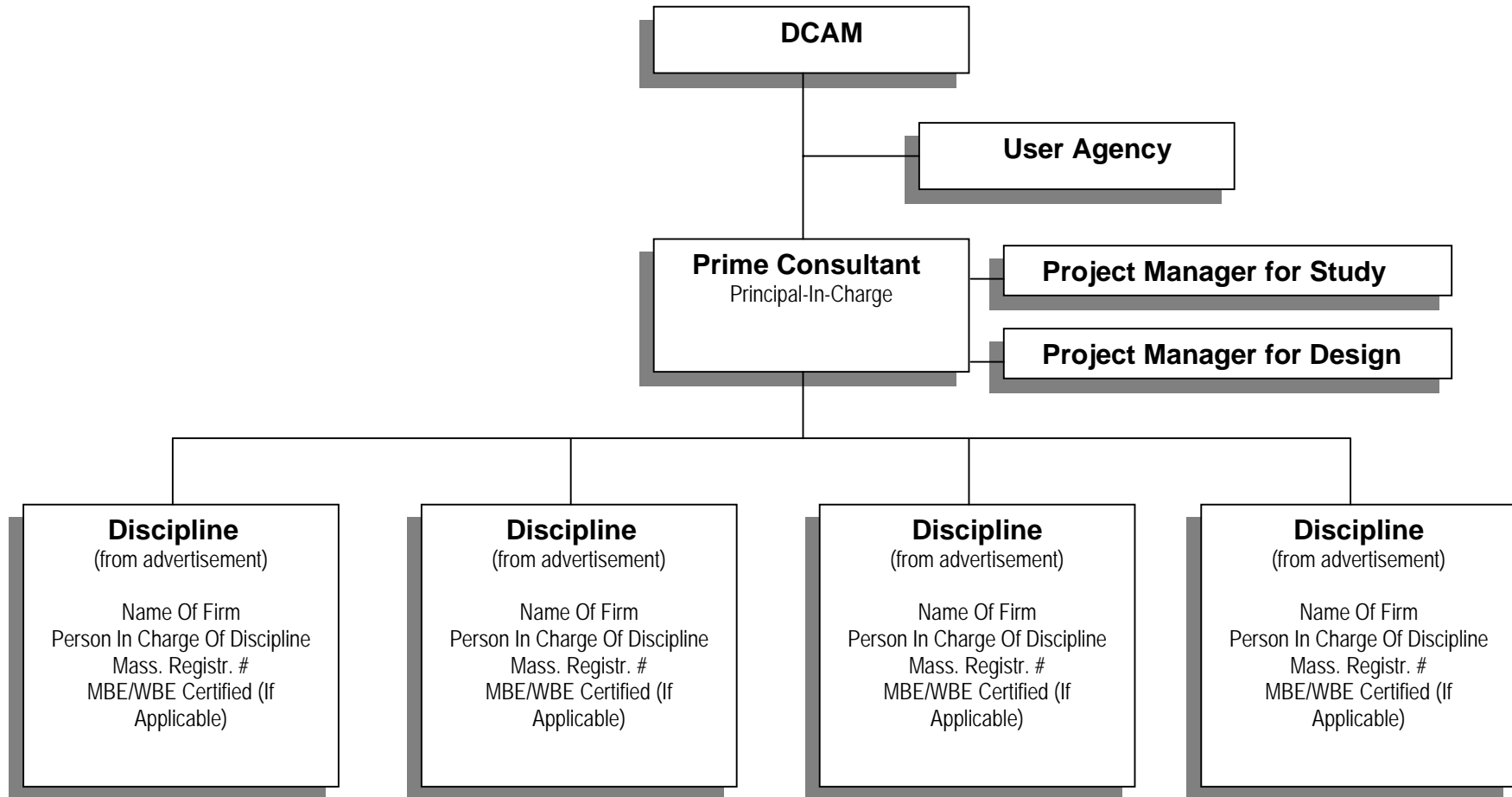
			8.			
			9.			
			10.			
			11.			
			12.			
			13.			
			14.			
			15.			
			16.			
			17.			
			18.			
			19.			

13. List all Projects completed within the past 5 years for which Prime Applicant has performed, or has entered into a contract to perform any design services for all public agencies within the Commonwealth (add/subtract rows as needed).						
Profile Code	Role P, C, JV	Phases St., Sch., D.D., C.D.,A.C.	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			
			8.			
14. Professional Liability Insurance:						
Professional Liability Policy Certificate Number			Present Policy Expiration Date		Aggregate Amount Payable	
15. I certify that all information is submitted under the penalties of perjury and that I am familiar with the Mass. State Building Code and also Mass. General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M. I also certify that the undersigned is an Authorized Signatory of the Firm and is a Principal or Officer of the Firm.						
Submitted by (Signature) _____ Printed Name and Title _____ Date _____						

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

Commonwealth of Massachusetts DSB 2005 Application Form	1. Project Name/Location for Which Firm is Filing:		2a. DSB List #: _____ Item #: _____	
			2b. Mass. State Project # _____	
3a. Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:	3e. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)			
3b. Date Present And Predecessor Firms Were Established:	3f. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:			
3c. Federal ID #:	3g. Name And Address Of Parent Company, If Any:			
3d. Name And Title Of Principal-In-Charge Of The Project (MA Registration Required):				
Email Address: _____ Telephone No: _____ Fax No.: _____		3h. Check Below If Your Firm Is Either: (1) SOMWBA Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SOMWBA Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SOMWBA Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/>		
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):				
Admin. Personnel _____ (_____)	Ecologists _____ (_____)	Licensed Site Profs. _____ (_____)	Other _____ (_____)	
Architects _____ (_____)	Electrical Engrs. _____ (_____)	Mechanical Engrs. _____ (_____)	_____ (_____)	
Acoustical Engrs. _____ (_____)	Environmental Engrs. _____ (_____)	Planners: Urban./Reg. _____ (_____)	_____ (_____)	
Civil Engrs. _____ (_____)	Fire Protection Engrs. _____ (_____)	Specification Writers _____ (_____)	_____ (_____)	
Code Specialists _____ (_____)	Geotech. Engrs. _____ (_____)	Structural Engrs. _____ (_____)	_____ (_____)	
Construction Inspectors _____ (_____)	Industrial Hygienists _____ (_____)	Surveyors _____ (_____)	_____ (_____)	
Cost Estimators _____ (_____)	Interior Designers _____ (_____)	_____ (_____)	_____ (_____)	
Drafters _____ (_____)	Landscape Architects _____ (_____)	_____ (_____)	Total _____ (_____)	
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No				

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



<p>7. Brief Resume Of ONLY Those Prime Applicant And Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form And Limit Resumes To ONE Person Per Discipline Requested In The Advertisement. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 6. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel Requested In The Advertisement And They Must Be In The Format Provided. By Including A Firm As A Sub-Consultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.</p>	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>	c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments And Availability For This Project:	g. Current Work Assignments And Availability For This Project
h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

8a. Current And Relevant Work By Prime Applicant Or Joint-Venture Members. Include <u>ONLY</u> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current And Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement And They Must Be In The Format Provided.					
Sub-Consultant Name:					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	E. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.					
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C. *	Project Name, Location And Principal-In-Charge:	Awarding Authority (Include Contact Name And Phone Number)	Project Cost (In Thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
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		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; C.A. = Construction Administration

10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. <u>APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u>																																
11.	Professional Liability Insurance: (Please note insurance per advertisement: "Conditions for Application") <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;">Name of Company</td> <td style="width: 25%; text-align: center;">Aggregate Amount</td> <td style="width: 25%; text-align: center;">Policy Number</td> <td style="width: 25%; text-align: center;">Expiration Date</td> </tr> </table>	Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
Name of Company	Aggregate Amount	Policy Number	Expiration Date																														
12.	Provide A List Of All Projects On Which Monies Were Paid By You, Or On Your Behalf, As A Result Of Professional Liability Claims Occurring Within The Last 7 Years And In Excess Of \$50,000 Per Incident. Please Include Project, Client Names And Explanation. (Attach Separate Sheet If Necessary):																																
13.	Name Of Sole Proprietor Or Names Of All Firm Partners And Officers: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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a.				d.																													
b.				e.																													
c.				f.																													
14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Title</td> <td style="width: 15%;">MA Reg #</td> <td style="width: 15%;">Status/Discipline</td> </tr> <tr> <td>a.</td> <td></td> <td></td> <td></td> <td>d.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> <td></td> <td>e.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> <td></td> <td>f.</td> <td></td> <td></td> <td></td> </tr> </table>	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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a.				d.																													
b.				e.																													
c.				f.																													
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Submitted By (Signature) _____</td> <td style="width: 50%;">Printed Name And Title _____</td> </tr> <tr> <td></td> <td style="text-align: right;">Date _____</td> </tr> </table>	Submitted By (Signature) _____	Printed Name And Title _____		Date _____																												
Submitted By (Signature) _____	Printed Name And Title _____																																
	Date _____																																

The following forms MUST be attached to the application: 1. SOMWBA Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.

DSB 2005 S-CA	Commonwealth of Massachusetts Designer Selection Board 2005 SUB-CONSULTANT ACKNOWLEDGMENT
------------------	--

Project: _____

Applicant Designer: _____

Sub-consultant: _____

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

Signature of Sub-Consultant Duly Authorized Representative

Print Name and Title

Date _____

It is a requirement that all applicants supply this document signed, attached to the application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. One copy must have an original signature.

THIS IS A RE-ADVERTISEMENT OF DSB LIST 06-13 #1. THE REQUIREMENTS FOR PRIME CONSULTANT HAVE BEEN CHANGED.

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 06-15 **ITEM #** 1 **DSB PUBLIC NOTICE DATE** 8 November 2006

LAST DATE FOR FILING APPLICATION IS: 29 November 2006 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

()	Architect	()	Engineer
()	Architect/Engineer (A/E)	(X)	Other: Mechanical/Electrical Engineer

PROJECT NUMBER: **DCP0704 HD1**

PROJECT TITLE: **Study and Design for Renewable Energy Projects Statewide**

PROJECT LOCATION: **Statewide**

APPROPRIATION SOURCE: **To be determined by projects**

AVAILABLE AMOUNT: **\$500,000**

ESTIMATED CONSTRUCTION COST: **N/A**

TOTAL FEE, excluding reimbursables, based on scopes of work and services authorized, shall not exceed:

X)	Lump sum established set fee per C.7, §38G(a)	500,000	Dollars
(

IMMEDIATE SERVICES AUTHORIZED:

X) CERTIFIABLE BUILDING STUDY
(

X) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
(

X) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(

X) CONSTRUCTION PLANS AND SPECIFICATIONS
(

X) ADMINISTRATION OF CONSTRUCTION CONTRACT
(

X) OTHER: RENEWABLE ENERGY FEASIBILITY STUDY
(

MBE/WBE PARTICIPATION REQUIREMENTS ARE WAIVED FOR THIS PROJECT. APPLICATIONS FROM MBE AND WBE FIRMS ARE ENCOURAGED.

DSB LIST # 06-15 **ITEM #** 1 **DSB PUBLIC NOTICE DATE** 8 November 2006

N.B.1: This contract will be a “house doctor” contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the contract.

N.B.2: DCAM may award up to four contracts, each with a total fee of \$500,000, to qualified designers under this contract.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:

This advertisement is for firms expected to provide the majority of the requested services “in-house” to DCAM and user agencies as renewable energy house doctors. Subcontracting for specific specialties is allowed:

During the project development phase the renewable energy house doctor is to:

- Conduct feasibility studies which may include the following tasks:
 - Assessing renewable energy resources, including but not limited to the following:
 - Wind – conducting on-site wind resource assessment; install MET tower and collect data.
 - Solar – determining solar incidence and shading.
 - Assessing physical constraints, including but not limited to the following:
 - Wind – determining structural capacity of soil for potential wind turbine(s).
 - Solar – determining load-bearing capacity, age, life expectancy and square footage of rooftop (if applicable).
 - Reviewing annual electricity consumption for previous one or two years and calculating existing and projected electricity needs and costs; determining load profile (base and peak)
 - Estimating the size, placement, capacity and installed cost of the renewable energy system; performing economic analysis and determining payback
 - Identifying the necessary elements of the electrical load center and determining possible location(s) for inverter, disconnect switch, conduit, data acquisition system, and other balance-of-system components.
 - Identifying any permits or approvals required to construct, install and interconnect the system.
 - Preparing a report documenting all of the aforementioned information for the site.
 - For wind power projects:
 - Assess environmental impacts of proposed wind turbine(s) with respect to local, state and federal reviews.
 - Assess noise impacts of proposed wind turbine(s), if needed.

During design and construction.

- For projects procured under Chapter 149 – Prepare necessary design documentation to bid the construction of the project.
- For projects procured under Chapter 25A
 - Prepare schematic design specifications for inclusion in an RFP for design and installation of the system.
 - Review the design to ensure optimal performance and consistency with the prescribed system specifications
- For applicable design projects (may not apply for design build Ch. 25a projects), provide oversight of the installation, equipment startup and operation including the following:
 - Confirm the system is properly installed and complies with the design specifications.
 - Ensure that the new equipment is in accordance with the design specifications.
 - Ensure that the facility staff has received proper operation and maintenance training prior to project final acceptance.
 - Develop and submit a report documenting equipment startup and training activities and deficiencies.

GENERAL CONDITIONS FOR THIS CONTRACT:

Contract

The applicant agrees to execute *DCAM Form C-2 Contract for Designer’s Services*, or its successor, without revisions or modifications.

Procedures

The designer will follow the procedures established in DCAM’s Designer Procedures Manual dated June 2005 (http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/cam/DSB/index.html>).

CONDITIONS FOR APPLICATION:

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract, i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME and SUB CONSULTANT PERSONNEL. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.

1. **Mechanical/Electrical Engineer (as prime)**
2. Civil/Structural Engineer
3. Cost Estimator

If the Applicant plans to fulfill any of the sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

1. Performing feasibility studies for wind and/or solar PV systems.
2. Designing and preparing specifications for wind and/or solar PV systems.
3. Commissioning renewable energy systems including conducting functional and pre-functional tests of wind and/or solar PV systems.

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at http://www.mass.gov/cam/forms/fi_dselectboard.html.

Only complete applications submitted on the **DSB2005 Application Form** will be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005**, may be rejected as non-compliant and not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 06-15 **ITEM #** 2 **DSB PUBLIC NOTICE DATE** 8 November 2006

LAST DATE FOR FILING APPLICATION IS: 29 November 2006 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

(<input checked="" type="checkbox"/>)	Architect	()	Engineer
(<input checked="" type="checkbox"/>)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **MMA0701 ST1**

PROJECT TITLE: **Library Modernization**

PROJECT LOCATION: **Massachusetts Maritime Academy**

AWARDING AGENCY: **DCAM**

APPROPRIATION SOURCE: **College funds for Study Phase**

AVAILABLE AMOUNT: **\$250,000 available for study; funding for design and construction to be determined**

ESTIMATED CONSTRUCTION COST: **\$9-12 million (to be determined by study)**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

(<input checked="" type="checkbox"/>)	Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7, §38G(a)	<u>\$150,000</u>	dollars
(<input checked="" type="checkbox"/>)	Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7, §38G(a), based on the approved estimated construction cost in the certified study.	<u>8.5</u>	per cent

IMMEDIATE SERVICES AUTHORIZED:

(☒) CERTIFIABLE BUILDING STUDY
() OTHER:

As per M.G.L. C.7, §38I, the selected designer may be appointed by the DCAM Commissioner for continued services as noted below subject to approval by the Designer Selection Board:

(☒) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
(☒) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(☒) CONSTRUCTION PLANS AND SPECIFICATIONS
(☒) ADMINISTRATION OF CONSTRUCTION CONTRACT
() OTHER:

MBE/WBE PARTICIPATION:

In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goal **must** be met within the list of requested prime and sub-consultants. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged.

APPROPRIATION LANGUAGE:

Not applicable.

GENERAL SCOPE OF WORK:



Project Introduction

This project calls for the Study and Final Design for the modernization of the existing library, or its replacement at the Massachusetts Maritime Academy (MMA). The existing Hurley Library, built in 1972, is a two-story, 26,800 gross square feet structure, located in the heart of the MMA campus, occupying a convenient location between the academic facilities cluster and student dormitory complex.



Aerial view of Hurley Library, with its main entrance facing the student dormitories and its rear facing the recently constructed Storer Engineering Building



Aerial view of peninsula accommodating MMA campus

The Captain Charles H. Hurley Library provides students with access to an outstanding collection of books, periodicals, newspapers, media, and databases. The Hurley Library contains more than 50,000 volumes and 175 periodical and newspaper subscriptions. CD-ROM discs and workstations maintain up-to-date data on the Code of Federal Regulations, environmental issues, and marine technology. Included in this library are two, twenty-five station computer laboratories, all networked to the campus-wide network and the Internet, as well as a computer-assisted design (CAD) laboratory. The library has a Learning Resource Center (LRC) and a special Honors Room for honors students, and is fully automated through a library network, affording access to over two million volumes by courier service.

The age of the building, and its overall condition and functionality demand a detailed examination in order to upgrade the facility to contemporary standards, address significant maintenance and repair problems, and meet current code and other regulatory requirements. An upgraded library is important to support MMA's core academic mission and will enable greatly improved utilization of a valuable resource.

The Study must answer a number of basic questions about a range of challenging issues surrounding the project scope and budget.

What is the right size and type of library to meet MMA's educational needs for the foreseeable future?

What level of capital expenditure is justified to achieve a functionally and technically sound long-term facility?

Can the existing building be cost-effectively modified to be re-used as a library, or serve alternative campus space needs such as, for example, faculty office space?

Vision for the Library

The following is a preliminary vision statement provided by the institution for the transformation of the MMA Library into a state-of-the-art Information Commons serving the needs of the current crop of technology-savvy students.

The vision calls for an open, light, welcoming place where everyone on campus will want to be...a student-centered community of scholars! Twenty-first century libraries continue to embrace reading and research but technological

advancements have added a new dimension that makes library learning spaces much more enticing. Today's academic library must be a comfortable, appealing space that blends social, cultural, and physical attributes with technology to have a positive effect in a student's education.

The library building, constructed in 1972, will be the last building on the campus to undergo a major upgrade and expansion. Although the basic configuration has not changed in thirty years, the way students use libraries and information has evolved tremendously in those three decades. Furthermore, after 115 years as an undergraduate organization, the Academy now needs resources to support Master's level programs. Across the country, college libraries have been struggling to find the right mix of books, databases, technology and common study areas. Finally, there is consensus on the right formula to attract students into the building and provide easy, convenient access to the newest ideas and latest technologies. A major upgrade of existing space is envisioned that will transform the library into an active learning space, called an "Information Commons".

An "Information Commons" includes a comfortable café where a cadet can socialize and an IT help desk where they can drop off a laptop for repair. There will be noisy study areas, quiet spots and group-study spaces where cadets can engage their minds in the setting that works best for their learning style. All areas will be complete with network drops and electrical outlets for laptops. Around other corners, you will find music space, presentation/practice areas and public computers with the latest production software. There will be a media section, complete with public scanning, streaming audio and video production capabilities for coursework and teaching. The technological infrastructure will extend 'behind the scenes' to facilitate access to resources and deliver digital content to both the MMA faculty and to the learning community.

In addition to the technological make-over to bring the library to 21st century standards, the library/information commons will also offer upgraded support systems, furnishings and new equipment for three critical services currently available in the library: the Academy's Learning Resource Center, the Writing Resource Center and the Disability Support office. Other spaces that must be considered include staff offices, a simulator room, computer lab(s), classroom(s), the ship model room, archives, and traditional library services and print collections.

Description of Existing Building

A detailed commentary on the existing conditions in the library is included in the accompanying background information following this DSB notice.



Exterior – facing north



Exterior – facing southeast



Main entrance



Exterior – facing southwest



Front desk



Reading area for periodicals



Stacks



Stacks

Preliminary Scope of Work

The scope of work for the proposed study may include, but is not limited to, the following major tasks:

Library Operations Analysis – analysis of the current and future operations of the library and related educational services, including: review of the library organization, current collections, projected growth, management of infrequently used items, specialized functions, integration/application of digital technology, staffing patterns, user profile, individual and group study areas, etc. The intent will be to understand in detail how the current library works and develop a detailed forecast of how it is likely to operate in the foreseeable future, given its desired role in the vital educational mission of the College, and trends and best-practices.

Existing Condition Analysis – a detailed quantitative and qualitative inventory of the space, architectural fabric and engineering systems of the existing building, cataloguing functional, technical and regulatory deficiencies, prioritized corrective measures, and associated costs.

Space Needs Analysis -- development of space requirements based on library program considerations, space allocation standards and guidelines, industry benchmarks, etc. The starting point for this analysis will be a detailed inventory of existing space in the entire building, right sizing to meet current requirements, and projections for future needs based on validated programmatic considerations. Space use efficiency, and a functional layout embodying clear organization principles (including built-in flexibility and adaptability) will form the basis for a proposed architectural design concept.

Siting Analysis – analysis of constraints and opportunities with respect to the existing and alternative locations. If the study determines that the recommended approach is the construction of a new library building, its location will be informed by the campus master plan (currently in the final stages of preparation). Importantly, the entire MMA campus is located within a flood zone. Of the approximately 39 acres of buildable land (non-wetlands), 14 acres are located within the FEMA Special Flood Hazard Area (SFHA) VE zone, and 25 within the SFHA AE zone. Significant flood protection criteria will impact all major renovation and new construction within these zones.

Architectural Concept Development -- development of pre-design scheme embodying programmatic requirements, custom fitted to reflect site planning and architectural-engineering considerations; a preferred alternative should be selected from three options. The concept must fully embrace principles of universal design and green design (a minimum standard reflected by LEED Silver certification is the intent).

Outline Specification Development -- based on DCAM's standard specification, an outline specification should be developed to identify key building quality and systems performance criteria, that will then be used as the basis for a construction cost estimate.

Cost Analysis -- based on DCAM's cost estimating manual, modeling of likely costs to assist in selection of the preferred option, and development of Uniformat based cost estimate, and reflecting the above outline specification, for study certification.

Implementation Plan – analysis of key implementation considerations including project scheduling, phasing, swing space needs (including associated costs), etc.

Please note that the selected Designer will be responsible for developing a detailed Workplan, including descriptions of all key tasks and deliverables, project schedule and fee breakdown. Notice-to-proceed will be contingent upon approval of a satisfactory Workplan.

GENERAL CONDITIONS OF THIS CONTRACT:

Study Contract

If selected for study services, the applicant agrees to execute DCAM Form C-3 Contract for Designer's Services--Study, or its successor, without revisions or modifications. DCAM customarily compensates the designer during the Study Phase on a percentage basis in accordance with the approved workplan.

Design Contract

At the conclusion of the study, if approved by the DSB to perform final design services, the applicant agrees to execute DCAM Form C-2 Contract for Designer's Services, or its successor, without revisions or modifications.

DCAM Procedures

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 (http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: <http://www.mass.gov/cam/DSB/index.html>.

Construction Specifications

The designer shall utilize the new DCAM Standard Specification provided at the contract signing.

PMAS

Consultants will be required to use DCAM's electronic web-based Project Management and Accounting System (PMAS) as a repository for all project correspondence, documentation, and project budgeting, and scheduling. No special software is required.

Workshops

DCAM and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

Sustainable Design

This project must meet the minimum standards for sustainable design established by A&F Bulletin 12 (http://www.mass.gov/envir/Sustainable/pdf/anf_administrativebulletin12.pdf). DCAM has also set a goal of LEED Silver (<http://www.usgbc.org/>) for this project, and the final study must include an analysis of the potential LEED Silver Certification per C. 164 §331 of the Act of 1997 and DCAM's "Sustainable Design Building Guide." This analysis, including detailed cost estimates, will identify and recommend energy efficient alternatives and the use of resources efficient materials for consideration as part of the final design. Any and all of these alternatives may be incorporated as part of the final design and will be considered as part of the base fee. However, if DCAM determines that LEED certification will be pursued, the certification process will be considered an extra service in the design and construction phase of the project.

Universal Design

In addition to complying 521 CMR, The Rules and Regulations of the Architectural Access Board (http://www.mass.gov/aab/aab_regs.htm), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

Environmental and other supplemental services

DCAM reserves the right to obtain supplemental services through independent consultants who will collaborate with the prime and the project team.

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases will meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf, and Uniformat II can be found at <http://www.bfrl.nist.gov/oae/publications/nistirs/6389.pdf>.

Building Commissioning

DCAM may include building commissioning as part of this project. An operations and maintenance plan will be produced as a reimbursable expense during the building commissioning phase. The Designer will meet with DCAM's building commissioning agent during design and construction to evaluate design proposals for mechanical systems to ensure maintainability and operational efficiency.

CM at Risk

The construction of this project may be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A.

CONDITIONS FOR APPLICATION:

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract, i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. DCAM may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.

- | | |
|--|---|
| 1. Architect (as prime) | 7. Civil Engineer |
| 2. LEED Accredited Professional | 8. Landscape Architect |
| 3. Library Consultant | 9. Building Code Specialist |
| 4. Structural Engineer | 10. Specifications Writer (independent consultant required) |
| 5. Mechanical Engineer (HVAC, Plumbing, Fire Protection) | 11. Cost Estimator (independent consultant required) |
| 6. Electrical Engineer | |

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

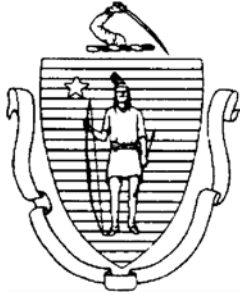
- | | |
|---|---|
| 1. Planning and design of innovative libraries, information commons and learning resource centers for higher education | 3. Design of green buildings, including LEED certified and/or registered buildings |
| 2. Library operations analysis | 4. Desirable but not required: demonstrated experience in the use of 3D/4D or Building Information Modeling (BIM) tools during the study, design and construction phases of the project |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at http://www.mass.gov/cam/forms/fi_dselectboard.html.

The Designer Selection Board will consider only complete applications submitted on the DSB2005 Application Form. Applications that are incomplete or submitted on a form other than **DSB2005**, may be rejected as non-compliant and not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.



Library Modernization

Massachusetts Maritime Academy

Background Information for
DSB Notice



COLLEGE PROFILE

Mission

The mission of Massachusetts Maritime Academy is to graduate educated men and women to serve the maritime industry as licensed officers or to serve the transportation, engineering, environmental, and industrial interests of the Commonwealth and the Nation.

The Academy supports the national defense by the commissioning of officers in the U.S. Merchant Marine and the U.S. Armed Forces. The Academy believes in learning through application and requires students to spend a portion of their academic program at sea or in internships or cooperatives. Resident life is regimented, instilling in cadets honor, responsibility, discipline and leadership.

A complementary mission is to provide lifelong learning opportunities, particularly for those in marine industries and to serve the Commonwealth and region in furthering its maritime interests.

History

The Massachusetts Maritime Academy is part of a seagoing tradition dating back to colonial times. The Academy's history as an educational institution began with an act of the State legislature, June 11, 1891, which created the Massachusetts Nautical Training School. The name was changed in 1913 to the Massachusetts Nautical School. From its founding until 1964, it was administered by a superintendent serving under a board of commissioners appointed by the Governor of the Commonwealth. The school has grown from an entering class of forty cadets in April 1893, to a well-respected, world-recognized institution, the oldest maritime academy in continuous operation in the United States and the largest State maritime academy.

From its earliest days, the Academy had training vessels on loan from the Navy. The first training ship was the U.S.S. Enterprise, a full-rigged bark and steam powered cruiser, 185 feet in length, 35 feet in beam, drawing 14 feet, and having compound engines of 1200 horsepower. The Enterprise was replaced in 1909 by the U.S.S. Ranger, an iron gunboat, barkentine rigged, with steam engines. She was 177 feet long, with a 22-foot beam, and drew 14 feet. She had a wireless telegraph, submarine signal apparatus, a steam capstan, and steam steering gear all very modern for the time. Ranger's name was changed to Nantucket in 1918 and she remained in Academy service until 1942, when federal responsibility for state maritime academies was transferred from the Navy to the United States Maritime Commission. Her last name was Emery Rice.

In 1942, the Massachusetts Nautical School moved from Boston to Hyannis. Given the new name of Massachusetts Maritime Academy, it was based at the former Hyannis State Teachers College campus. For most of World War II, the usual two-year course was shortened to sixteen months; new classes arrived as soon as space was available. As in World War I, Academy graduates served bravely and effectively.

During World War II, Maritime Academy cadets took their training cruises on a variety of merchant ships. At the war's end, the United States Maritime Commission reinstated the practice of providing training vessels to state maritime academies, and Massachusetts received the former Navy ship, U.S.S. Charleston, one of the last large gunboats. Built in 1936, she was 328 feet long, 41 feet in beam, and drew 13 feet. Oil fired boilers drove steam turbines developing 6,000 horsepower giving her a speed of up to 20 knots.

Acquiring a new Academy training ship meant a move from Hyannis in 1949, because Charleston's thirteen-foot draft was too much for Hyannis Harbor. The Maritime Academy's commissioners requested use of the State Pier at Buzzards Bay, where classrooms were made available. Berthing for the cadets was on the training ship. The Charleston was replaced by U.S.S. Doyen in 1957, renamed Bay State. She was a 415-foot-long, 60-foot-beam, 6,500-ton Navy attack transport with geared steam turbines (8500 horsepower) and a maximum of 18 knots.

In 1964, legislation placed Massachusetts Maritime Academy within the Division of State Colleges of the Commonwealth of Massachusetts. Also in that year, the Commonwealth of Massachusetts authorized the Academy to grant Bachelor of Science degrees in Marine Transportation and Marine Engineering to cadets completing a four-year course of study.

Initial accreditation as a college was granted by the New England Association of Schools and Colleges in 1974 and was renewed in 1980, 1990 and 2001.

In 1977, the Academy admitted women. Women currently comprise approximately 15% of the student population.

The training ship, Patriot State, formerly the Santa Mercedes, served the Academy from 1985 to 1999, and was replaced in 2000 by the present training ship, Enterprise, formerly the Cape Bon. Enterprise, named in honor of the Academy's first training ship, is 540 feet in length with a 76-foot beam, and she draws 27 feet. Her geared steam turbines of 15,500 shaft horsepower produce a speed of 20 knots.

Since 1990, the Academy's programs have been expanded to include Facilities and Environmental Engineering, Marine Safety and Environmental Protection, and International Maritime Business.

COLLEGE POPULATION PROFILE

Student Enrollment	1,209 (FTE)
Faculty	73 (Headcount)
Staff	138 (Headcount)

LONG RANGE PLAN FOR LIBRARY

Mission Statement

The Massachusetts Maritime Academy (MMA) Library supports the mission and programs of the academy through acquisition and management of maritime and academic information resources, development of information fluency, and by providing excellent service to library users.

The MMA Library strives to be a preeminent maritime library with holdings in the areas of Emergency Management, Facilities & Environmental Engineering, International Maritime Business, Marine Engineering, Marine Safety & Environmental Protection, Marine Transportation and Facilities Management. The MMA Library supports academic research for Undergraduate and Master's level programs. We aspire to be an Information Commons and model teaching library that is central to the curriculum of the academy, providing access to well-balanced general collections. We intend to be a state-of-the-art library that leverages and applies the newest technologies and techniques in delivery, access, collection, and preservation of information services and resources.

Strategic Plan

A long-range, strategic plan was submitted to the Massachusetts Board of Library Commissioners in September 2006. The goals, outlined, hereafter, comprise broad, strategic concept areas within which action must be taken in order to achieve the Library's mission. These goals provide the framework for organizing objectives and initiatives. Objectives and initiatives within one goal will be related to other goals.

While serving its mission, the MMA Library fully intends to achieve its vision within the next five years. That vision will be attained through accomplishments of goals within the strategic areas listed, hereafter. The Library's Annual Report is the primary vehicle for communicating progress towards achievements in strategic goals of the long-range plan, accomplishment of objectives and reporting on activities, issues, challenges and trends.

- Goal 1. Transform the library's physical space to create an inviting, effective environment for exploration and discovery, study and reflection, and the exchange of ideas.
- Goal 2. Provide and improve access to information resources through onsite collections, electronic resources, networks, and cooperative agreements.
- Goal 3. Ensure proactive application of information technologies required to access and use a full range of information resources and services.
- Goal 4. Preserve maritime knowledge.

- Goal 5. Establish visible and proactive public services.
- Goal 6. Develop outreach and instructional programs for library users.
- Goal 7. Continually support, develop, attract, and retain a highly skilled and qualified staff who are committed to transforming the library.
- Goal 8. Enthusiastically promote the Library to increase its visibility and presence on and off campus. Actively seek and secure greater financial support from a wide variety of sources both internal and external to the Academy.
- Goal 9. Play an active role in Academy affairs.
- Goal 10. Contribute to the library profession and to the advancement of knowledge.

LIBRARY -- COMMENTARY ON EXISTING CONDITIONS

The following commentary on existing conditions has been provided by MMA.

Work Areas

All library staff work areas are comprised of desks, chairs, worktables and other furniture that is a mix of cast-offs from other offices, primarily early- to mid-1970's. Typically, desks and chairs are not ergonomic in design. Layout, workflow patterns, service desks/counters and furniture are no longer appropriate or adequate for efficient workflow or the type of office equipment used, today, specifically desktop computers, scanners, printers, etc. that are the primary tools of the trade.

Operational work areas (service desks/counters) are not designed to be efficient for all types of library work that is performed, today. Traditional library services such as checking out books, are delivered with ease; emerging services that are technology-based cannot be implemented in the current physical layout of the functional work areas, such as public scanning of documents, production of CD or DVD from licensed resources, downloading podcast, streaming video/audio lectures to an MP3 Player, etc. Furthermore, in the absence of these technology-based tools, staff are not trained or able to troubleshoot or assist students with licensed resources that utilize new information delivery mechanisms. Students must handle technology-based resources on their own.

Neither staff work space nor public service desk configurations are flexible to meet current functional or technological changes and certainly cannot be expected to meet future service needs where adaptable space is warranted.

Study Areas

Study areas can be characterized as dark and uninviting. Cadets are drawn to study spaces that are located near large, windowed areas, regardless of the condition of the tables and seating in those areas. The current generation of students who use the Library for study and research, prefer to work at the larger tables (group study) located throughout the library. Students prefer the Library's outdated, vinyl upholstered chairs to individual study carrels.

During summer 2006, 25 vintage, damaged, wood/plywood carrels were removed from the library. This opened up space on the second floor which has been repurposed as a Reading Room that also houses the print Reference collection. The Reference Reading Room overlooks the 4th Company parking lot and is furnished with large tables for group study and a few individual

study carrels for quiet study. We hope the location near natural light combined with space for group and quiet study will attract students who enjoy studying in a more traditional library space - in proximity to Reference materials.

Cadets also use the CAD and Microcomputer Resource Center's computer labs, located in the Library, for study that involves the Internet or production software (CAD, Math Lab, MS Office). The (2) computer terminals located on the first floor of the library are restricted to searching the library catalog and do not allow open access to the Internet.

Wireless access is available on the first floor of the library building but is not reliable on the second floor. Cadets who work on the second floor must use their own laptops for study that requires Internet access. Printing from wireless devices is not an option, at this time.

Learning Resource Center (LRC) and Writing Resource Center (WRC) spaces

The LRC is a tutoring center for math and sciences. In July 2006, the LRC was relocated from the 2nd floor to the 1st floor to be in closer proximity to the WRC that provides tutoring services for English and writing skills. In order to accommodate the LRC move, the Library's Reference Collection was moved to the 2nd floor, as described in Section 5.1.2.

In Fall 2006, the LRC and WRC will be renamed as the Academic Resource Center (ARC). To reinforce the academic support provided by tutorial resources, the ARC will also include the Disability Compliance Office (DCO). The ARC is furnished with existing tables and chairs. The DCO is a separate office, but is also furnished with cast-off furniture.

Stacks

The circulating books are shelved on the 2nd floor of the library. The metal stacks are mostly 1970's orange in color; some shelves are grey or black. A few wooden shelves are used in various locations around the library; these tend to be cast-offs from other offices on campus.

For the most part, shelving has been stabilized, as needed, throughout the library.

Signage

Because the Library building is located at "the heart of the campus", it is easy to find. This may be the reason for minimal exterior signage. Exterior signage indicating "Hurley Library" is comprised of (2) wooden quarterboards, which are nautical in character. One sign is positioned over the main entrance doors. The other quarterboard is positioned on the West, ship/canal side of the building. There is no signage on or near any of the other exterior doors indicating their purpose or that these doors are not an entrance into the facility.

Interior signage is a mix of directional and service-based signs that are vintage 1970's (white lettering on brown background). This color scheme provides some visual consistency, but is also low-impact, hence ineffective. Other visual materials that compete with signage include bulletin boards, notices, honorary plaques, and occasionally, paper signs.

Lighting

Interior lighting is comprised of fluorescent panels interspersed among drop-down ceiling panels. Some staff offices have incandescent desk fixtures or halogen ceiling fixtures. The system for controlling lights is complex; turning ship model room lights on/off requires entering the classroom.

Natural lighting is limited in most study areas. Overall, lighting in shelving and study areas is not inviting.

Circulation Patterns

First Floor

Most people enter and exit the building through the main entrance facing the dormitories. This entrance is comprised of two sets of automatic sliding doors. People then move to their destination in the building: circulation desk, Navy office, WRC, LRC, classroom(s), computer lab, computer terminal, ship model room, etc., or they continue up the stairs to the second floor. The Disability Compliance Office (DCO) is located just inside the main doors to the library, i.e., in the foyer; this location allows for discreet access to the DCO/Affirmative Action (AA) officer.

A smaller amount of traffic enters and exits through a side-door on the Harrington side of the building. Occasionally, some staff and faculty enter and exit through the machinery room doors, although this is strongly discouraged. During rain and snowstorms, the library is a conduit between buildings, wherein people enter and exit between the main entrance and the Harrington building, passing through the lobby areas.

The one elevator in the building is located behind the circulation desk and is the service elevator for moving equipment and furniture. It is not heavily used by students or faculty, except those who are disabled. This elevator cannot really be considered a public elevator because it is not easily accessible in its location through staff workspace.

Second Floor

People generally use the central stairs to get to the second floor. At the second floor landing one is faced with numerous doors and no signage indicating the purpose of the various rooms. Because the Reference Collection is now located on the second floor, the sense of being in the "library" portion of the building is more obvious; you can see shelves from the landing. Most users require assistance from staff the first time they need to find a book in the circulating collection on the second floor.

Undoubtedly, staff will have to accompany users to the 2nd floor more frequently to assist with questions that must be researched in the print Reference collection; use of online resources is expected to reduce the impact of relocating the print resources from the 1st to the 2nd floor.

Space Inventory

The following is a preliminary space inventory of the existing building:

First Floor

Ship model room	726 SF
Exhibit Case (lobby wall)	44 SF
Circulation Desk	720 SF
Director's Office	160 SF
Institutional Archives (old media room)	136 SF
Technical Processing Office	132 SF
Storage and processing room	576 SF
Newspaper displays (incl. space around)	25 SF
Journal displays	93 SF
(3) Index tables (incl. space around)	240 SF
(2) public computer workstations (incl. space around)	32 SF
Photocopier (incl. space around)	40 SF
Foyer/Lobby	825 SF
Microcomputer Resource Center	600 SF
Large round, glass topped table (incl. space around)	100 SF
Sofas/soft-seating area	150 SF
Lobby seating	280 SF
Lobby seating	160 SF
Mechanical/Furnace Room	220 SF
Janitorial closet	45 SF
Janitorial closet	15 SF
Elevator (outside dim.)	120 SF
Stairwell: Center	288 SF
Stairwell: North	152 SF
(2) Restrooms: (1) M; (1)W	200 SF
(1) Restrooms: (1)HP M/W	100 SF
CAD Lab (Room 116)	1,512 SF
Classroom (LL01/Room 117)	1,188 SF
Writing Resource Center	702 SF
Learning Resource Center	1,071 SF
Honor's Room	324 SF
DCO/AA (Folino)	294 SF
Faculty office (Jop)	575 SF
Faculty office (Humanities)	575 SF
Naval Science Office	450 SF
SEMAC (Barnstable County Aquaculture office)	320 SF
Subtotal	13,190 SF

(continued on following page)

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Second Floor

Reference Collection/Reading Room: facing 4th Co. parking lot	3,111 SF
Reading/Study space: facing Harrington	216 SF
Reading/Study carrels: facing ship	490 SF
Stacks (circulating collection)	2,052 SF
Stacks (circulating collection)	693 SF
Stacks (circulating collection)	486 SF
Stacks (circulating collection)	108 SF
Stacks (circulating collection)	540 SF
Stacks (circulating collection)	504 SF
Conference Room entrance	90 SF
Conference Room	900 SF
Foyer entrance to stacks	150 SF
Computer lab (decommissioned) - West: worktables for study/space for future	720 SF
Elevator (outside dim.)	84 SF
Stairwell: Center	288 SF
Stairwell: North	152 SF
Mechanical space	120 SF
Janitorial closet	16 SF
Restrooms: (1) M	165 SF
Subtotal	10,885 SF

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 06-15 **ITEM #** 3 **DSB PUBLIC NOTICE DATE** 8 November 2006

LAST DATE FOR FILING APPLICATION IS: 29 November 2006 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

(<input checked="" type="checkbox"/>)	Architect	()	Engineer
(<input checked="" type="checkbox"/>)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **MCA0701**

PROJECT TITLE: **Campus Facility Renovations**

PROJECT LOCATION: **Massachusetts College of Art**

AWARDING AGENCY: **Massachusetts College of Art**

APPROPRIATION SOURCE: **Various**

AVAILABLE AMOUNT: **TBD**

ESTIMATED CONSTRUCTION COST: **N/A**

TOTAL FEE, excluding reimbursables, based on scopes of work and services authorized, shall not exceed:

<input checked="" type="checkbox"/>) Lump sum established set fee per C.7, §38G(a)	300,000	Dollars
(<hr/>	

IMMEDIATE SERVICES AUTHORIZED:

☒) CERTIFIABLE BUILDING STUDY
(

☒) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
(

☒) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(

☒) CONSTRUCTION PLANS AND SPECIFICATIONS
(

☒) ADMINISTRATION OF CONSTRUCTION CONTRACT
(

) OTHER
(

MBE/WBE PARTICIPATION:

In accordance with Executive Order #390, Massachusetts College of Art has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goal **must** be met within the list of requested prime and sub-consultants. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged.

N.B.1: This contract will be a "house doctor" contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the contract.

DSB LIST # 06-15 **ITEM #** 3 **DSB PUBLIC NOTICE DATE** 8 November 2006

N.B.2: The Awarding Agency may award up to three contracts, each with a total value of \$300,000, to qualified designers under this contract.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:

The Massachusetts College of Art is an urban campus located in Boston with building construction dates from 1906 to 2002. The campus buildings comprise approximately 875,000 square feet.

Projects are expected to include HVAC and electrical systems upgrades, office and classroom renovations, masonry renovations and repairs, roof and building envelope repairs, installation of security systems, bathroom renovations and landscaping.

GENERAL CONDITIONS FOR THIS CONTRACT:

Contract

This contract is limited to projects with an estimated construction cost of \$1,000,000 or less, as per M.G.L. C. 7 §40B, as amended by C. 159 §15 of the Acts of 2000 and §22 of the Acts of 2002. **The designer must prepare studies for all projects under this contract, and all studies must be certified by the DCAM Director of Programming before final design can proceed.** Master plans and studies or designs for new construction may not be performed under this contract.

The applicant agrees to execute *DCAM Form C-2 Contract for Designer's Services*, or its successor, without revisions or modifications.

Procedures

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 (http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (<http://www.mass.gov/cam/DSB/index.html>).

Construction Specifications

The designer shall utilize the new DCAM Standard Specification provided at the contract signing.

Sustainable Design

Attention is called to the minimum standards for sustainable design established by A&F Bulletin 12 (http://www.mass.gov/envir/Sustainable/pdf/anf_administrativebulletin12.pdf), which must be met where they apply to projects performed under this contract.

Universal Design

In addition to complying 521 CMR, The Rules and Regulations of the Architectural Access Board (http://www.mass.gov/aab/aab_regs.htm), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases will meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf, and Uniformat II can be found at <http://www.bfrl.nist.gov/oe/publications/nistirs/6389.pdf>.

CONDITIONS FOR APPLICATION:

The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract,

i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.

- | | |
|--|--------------------------|
| 1. Architect (as prime) | 5. Civil Engineer |
| 2. Structural Engineer | 6. Landscape Architect |
| 3. Mechanical Engineer (HVAC, Plumbing, Fire Protection) | 7. Specifications Writer |
| 4. Electrical Engineer (including low voltage) | 8. Cost Estimator |

If the Applicant plans to fulfill any of the sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

- | | |
|--|--|
| 1. Renovation of higher education facilities | 4. Repair and replacement of mechanical systems |
| 2. Repair and replacement of built up and membrane roofs | 5. Repair and replacement of site utilities, including steam systems |
| 3. Renovation of masonry structures | 6. Renovation of occupied higher education facilities |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at http://www.mass.gov/cam/forms/fi_dselectboard.html.

Only complete applications submitted on the **DSB2005 Application Form** will be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005**, may be rejected as non-compliant and not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.